

## Shared Services Agreement

The undersigned parties hereby agree to share the selected waste services between their two immediately adjacent commercial properties, with tenants/staff at both properties having access to the hauler-provided containers for waste disposal needs.

Party A, the party contracting for services, understands that responsibility for any violations related to overflowing containers, contamination, or issues with open/unlocked dumpsters or carts will be the responsibility of the party contracting for services.

<b>Waste Hauler:</b>	<input type="checkbox"/> Atlas Disposal	<input type="checkbox"/> Republic Services	<input type="checkbox"/> Waste Management	<input type="checkbox"/> Other: _____
<b>Garbage Shared:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of Pick-Ups: _____	<input type="checkbox"/> per Week <input type="checkbox"/> per Month
<b>Recycling Shared:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of Pick-Ups: _____	<input type="checkbox"/> per Week <input type="checkbox"/> per Month
<b>Organics Shared:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of Pick-Ups: _____	<input type="checkbox"/> per Week <input type="checkbox"/> per Month

The Parties agree to enter into an agreement for "Party A" to share the waste services selected above with "Party B". It is solely up to both parties to determine, arrange, and agree if any financial conditions or assistance are to be part of this agreement. If so, then "Party B" agrees to pay "Party A" the amount of \$ \_\_\_\_\_ per month.

This agreement will be valid until one party cancels in writing, the shared services provided by Party A are terminated, or either party ceases operations.

By signing below, the two parties agree to share the services as outlined on this shared services agreement and agree to submit the signed shared services agreement, along with a copy of the current Customer Service Agreement (CSA) from a Franchised Waste Hauler, to the City of Sacramento for review and approval\*:

<b>Party A - Party who has contracted for waste service(s) through a franchised hauler.</b>	<b>Party B - Party to share waste service(s).</b>
Business Name: _____	Business Name: _____
Business Address: _____	Business Address: _____
Contact Name: _____	Contact Name: _____
Contact Phone: _____	Contact Phone: _____
Contact Email: _____	Contact Email: _____
Contact Signature: _____	Contact Signature: _____

\*The City of Sacramento reviews all submissions for accuracy and completeness and reserves the right to revoke an approval at any time.

**For instructions on how to submit this Shared Services Agreement to the City of Sacramento, see page 2.**

## Shared Services Agreement Submission Instructions

Please follow the submission instructions below for the correct waste service (garbage, recycling or organics).

### **Garbage – Shared Garbage Instructions:**

- Email a copy of your signed Shared Services Agreement, along with a copy of the current Customer Service Agreement (CSA) from a Franchised Waste Hauler to the Commercial Waste Compliance team at [wastecompliance@cityofsacramento.org](mailto:wastecompliance@cityofsacramento.org) for review. Please allow up to 3 business days for a response.

### **Recycling - Shared Mixed Recycling Instructions:**

1. In a web browser, visit <http://www.sacrecycle.org>.
2. Select “Business Waste Requirements”.
3. Select “Mixed Recycling” on the left-hand side of the webpage.
4. Select “Recycling Compliance Form” (located in Section 2: Alternative Recycling Services).
5. Enter your business address..
6. Select “Use this link for City waiver form”.
7. Section 1 – Select the “Submitting Alternative Service Verification Only, No Waiver Needed” option.
8. Section 2 – Select “Shared Container”
  - a. Attach the signed shared services agreement.
  - b. Attach a copy of the service agreement verifying Party A’s recycling service.
9. Complete sections 3 and 4.
10. Hit “Submit”.
11. You will receive a confirmation email with the details of your submission. The City will review your submission and contact you via email and/or phone if we need additional information.

### **Organics – Shared Organic Material Recycling Instructions:**

1. In a web browser, visit <http://www.sacrecycle.org>.
2. Select “Business Waste Requirements”.
3. Select “Organics Recycling” on the left-hand side of the webpage.
4. Select “Organic Material Recycling Compliance Form” (located in Section 2: Alternative Organic Service).
5. Enter your business address.
6. Select “Use this link for City waiver form”.
7. Section 1 – Select the “Submitting Alternative Service Verification Only, No Waiver Needed” option.
8. Section 2 – Select “Shared Container”
  - a. Attach the signed shared services agreement.
  - b. Attach a copy of the service agreement verifying Party A’s organics recycling service.
9. Complete sections 3 and 4.
10. Hit “Submit”.
11. You will receive a confirmation email with the details of your submission. The City will review your submission and contact you via email and/or phone if we need additional information.

If you have any questions or experience technical difficulties, then please call (916) 808-4846 or email [wastecompliance@cityofsacramento.org](mailto:wastecompliance@cityofsacramento.org).